JOB OPPORTUNITY

Job Title: Administrative and Program Specialist
Reports To: CEO
Job Location: Seattle, WA
Hour/Schedule: Full-time, Exempt

ABOUT KIN ON
Kin On is a non-profit organization rooted in the Asian community for more than 35 years. Kin On's mission is to honor and support elders and families by offering culturally Asian and linguistically appropriate healthy living services in a healthy living community. Kin On is an aging-friendly community which includes the Rehab & Care Center and Supportive Housing facilities. Additionally, Kin On offers Home Care, Social Services, Health Home and Healthy Living program serving Asian older adults in our community.

JOB DESCRIPTION
The Administrative and Program Specialist acts as the CEO’s right-hand person to advance Kin On’s mission. The position is accountable for managing key initiatives such as policies and procedures updates, process improvement projects, volunteer program administration, etc. as well as day to day administrative tasks as assigned by the CEO. The Administrative and Program Specialist will also support the CEO as the Board liaison.

ROLE AND RESPONSIBILITIES
- Act as the project manager for and collaborate with internal and external stakeholders on key Kin On initiatives
- Assist the CEO in day-to-day operations such as meeting and calendar management, leadership team logistics, event support, and other administrative tasks
- Identify gaps in Kin On policies and procedures and work with cross-functional leadership team to make appropriate changes
- As the Board liaison, attend board meetings, take meeting minutes, and organize Board meeting logistics as necessary; and conduct Board Orientations for new Board members
- Manage Kin On volunteer program including database management, recruitment, placement, orientations, and event coordination
- Perform other duties as assigned

MINIMUM QUALIFICATIONS
- Bachelor’s degree required
- Minimum three years of working experience, preferably in non-profit organizations
- Chinese language skill a plus
- Must be authorized to work in the United States

KNOWLEDGE, SKILLS AND ABILITIES
- A passion to serve the Asian senior community
- High level of professionalism, and excellent interpersonal and communications skills
- Strong project management, organization and problem-solving skills
- Effective communications and group facilitation skills
- Ability to work collaboratively and independently in a socio-culturally and economically diverse setting

WORK ENVIRONMENT
This role interacts with a community-based organization. Work is performed within a normal office environment.

TO APPLY: Please send resumes and cover letters to the HR Manager via careers@kinon.org. Only qualified individuals being considered will be contacted for an interview.

Kin On is an Equal Opportunity Employer. Kin On prohibits discrimination and harassment against any employee or applicant for employment because of race, color, age, religion, sex, national origin, sexual identity or expression, sexual orientation, disability, veteran, military or marital status, genetic information or any other protected status.